



PUTNAM COUNTY COMPREHENSIVE PLAN

EXHIBIT HH

CAPITAL IMPROVEMENTS ELEMENT

PUTNAM COUNTY COMPREHENSIVE PLAN**H. Capital Improvements Element Goals, Objectives and Policies**

GOAL H.1 [9J-5.016(3)(a)]: To provide a financially feasible plan by which the County can provide public facilities, recreational facilities and roads for its residents concurrent with new development in an amount which meets or exceeds adopted standards for Level of Service (LOS).

Objective H.1.1 [9J-5.016(3)(b)1]: Maintain and annually update a Five Year Schedule of Capital Improvements detailing the expenditures necessary for each new or renovated public facility, ranked in a list of need priorities and then compared with estimated funds available for debt service.

Policy H.1.1.1 [9J-5.016(3)(c)(1)a & b]: Review all current deficiencies reported in the Comprehensive Plan and identify facility needs in accordance with the following criteria:

1. Facilities that are needed to protect, or that eliminate a hazard to, the public health, welfare or safety.
2. Facilities that must be upgraded to eliminate existing capacity deficits.
3. Facilities required to serve development areas that have vested development approval prior to the adoption of the plan.
4. Facilities required to serve redevelopment areas identified in the comprehensive plan.
5. Facilities needed to provide service to new development in accord with the land use element of the plan.
6. Facilities that will serve the identified needs in future plans of the St. Johns River and Suwannee River Water Management Districts and other state agencies that may provide public facilities within the County.

Policy H.1.1.2: Review projects with each department and appropriate consultants or other sources to provide best cost and time estimates for each proposed facility.

Policy H.1.1.3 [9J-5.016(3)(c)1]: Include all identified facility needs identified in the Infrastructure, Recreation, Public School Facility and Traffic Circulation Elements.

Policy H.1.1.4: The County shall adopt a Capital Budget as part of the annual budgeting process.

Objective H.1.2 [9J-5.016(3)(b)1]: The County shall continue its annual process of assessment of inefficient, worn-out or obsolete facilities that may become infrastructure deficiencies requiring upgrading or replacement.

Policy H.1.2.1 [9J-5.016(3)(c)1 & 3]: County departments shall review capital facilities annually to determine the extent of effective economic life remaining in each facility.

Policy H.1.2.2 [9J-5.016(3)(c)1 & 3]: County departments shall estimate the construction and associated costs for each facility proposed for replacement within the Five Year Schedule of Capital Improvements period.

Policy H.1.2.3 [9J-5.016(3)(c)1 & 3]: County departments shall annually review outmoded and other economically inefficient public facilities for replacement through requests for funding from the Five Year Schedule of Capital Improvements.

Objective H.1.3 [9J-5.016(3)(b)1 & 3]: The County shall maintain and annually update a Five Year Schedule of Capital Improvements (Tables HH-1 Thru HH-5) to coordinate and accommodate land use decisions and desired future growth in accord with the provisions of the comprehensive plan detailing the timing and expenditures costing more than \$25,000, necessary for each new or to be renovated public facility, ranked by priority of need, with funding sources available for debt service.

Policy H.1.3.1 [9J-5.016(3)(c)(1) d & e]: Review and rank need for new and additional public infrastructure as detailed in the Comprehensive Plan with the advice of the County department heads and the public annually.

Policy H.1.3.2 [9J-5.016(3)(c)(1) c & f]: Review projects with each department and appropriate consultants or other sources to provide best construction cost and time estimates for each proposed facility or addition.

Policy H.1.3.3 [9J-5.016(3)(c)(1) c & f]: Review Putnam County budget and other available revenue sources and estimate future funds available for public facility debt service.

Policy H.1.3.4 [9J-5.016(3)(c)5]: Review outstanding land development orders to insure public facility impacts of development are included in the capital budgeting process annually.

Policy H.1.3.5 [9J-5.016(3)(c)9]: Review all proposed new capital facilities against the criteria contained in the various Comprehensive Plan Elements to ensure that the proposed facilities are in conformance with the planned goals and objectives of Putnam County.

Policy H.1.3.6 [9J-5.016(3)(c)7]: Include adoption of an annual Capital Budget with an annually updated Five Year Schedule of Improvements at the time of the adoption of the annual governmental budget of Putnam County.

Policy H.1.3.7 [9J-5.016(3)(c)(2)a]: There shall be no limitation placed on the use of revenue bonds as a percentage of the total public debt of Putnam County.

Policy H.1.3.8 [9J-5.016(3)(c)(2)b]: The maximum debt service that may be outstanding for capital improvement bonds in any given year shall not exceed the total of: twenty (20) percent of the general fund revenues and fifty (50) percent of the total enterprise fund revenues as estimated to be collected by the County in that year.

Policy H.1.3.9 [9J-5.016(3)(c)(2)c]: The ratio of outstanding capital improvement bonded indebtedness shall not exceed twenty (20) percent of the total nonexempt real property just value (ad valorem tax base) of the County.

GOAL H.2 [9J-5.016(3)(a)]: Coordinate land use decisions with projected new or improved public facilities to maintain the required level of service.

Objective H.2.1 [9J-5.016(3)(b) 4]: All new development or redevelopment shall be provided with infrastructure at the required level of service, as stated in the Comprehensive Plan, in accordance with 9J-5.005(3) and 9J-5.015(3)(b)3, F.A.C.

Policy H.2.1.1 [9J-5.016(3)(c)6] Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements schedule for maintenance of required level of service.

Policy H.2.1.2 [9J-5.016(3)(c)6;]: Pursuant to the adopted Concurrency Management Ordinance, the County shall certify that required levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Board for approval of development orders, or building permits are issued.

Policy H.2.1.3 [9J-5.016(3)(c)8]: The County shall require each applicant to pay his share of the cost of upgrading or expanding existing County facilities, or to construct new facilities, as necessary in order to maintain the level of service required to be provided in the Comprehensive Plan before a building permit is issued.

Policy H.2.1.4 [9J-5.016(4)(a)(1)]: Potable water, fire protection water, and sanitary sewer service shall be provided to the South Putnam Distribution Warehouse Special Planning Area, established in Policy A.1.9.3.6 of the Future Land Use Element of the Putnam County Comprehensive Plan, by the City of Crescent City in accordance with the Utility Agreement between the City of Crescent City and Wal-Mart Stores East, LP dated April 11, 2006, and the Addendum to Agreement dated April 12, 2007.

GOAL H.3 [9J-5.016(3)(a)]: Require future development to pay their fair share of the costs of providing public infrastructure at the levels of service included in the Comprehensive Plan.

Objective H.3.1 [9J-5.016(3)(b)4]: The County shall maintain and enforce regulations in its Land Development Code to obtain fair share exaction from developers to hold harmless present residents and taxpayers of Putnam County for the provision of public infrastructure at the required LOS.

Policy H.3.1.1 [9J-5.016(3)(c)8]: Set fair share exaction where necessary by evaluating impact of new development against level of service, existing facilities capacity and the fair share cost of improving infrastructure capacity to maintain an adequate level of service.

Policy H.3.1.2 [9J-5.016(3)(c)8]: Collect a fair share exaction in those cases where the new development will create the necessity that Putnam County construct new capital facilities or expand existing capital facilities to maintain a required level of service.

GOAL H.4 [9J-5.016(3)(a)]: The County shall periodically monitor and review level of service standards as contained in the Comprehensive Plan to maintain and improve the quality of the County's life services.

Objective H.4.1 [9J-5.016(3)(b)3 and 5]: Public or private infrastructure currently serving all areas of the County shall continue to meet or exceed the required Level of Service.

Policy H.4.1.1 [9J-5.016(3)(c)6]: With the annual update to the Five-year Schedule of Capital Improvements, evaluate the existing level of service standards to ensure the maintenance of adopted level of service standards.

Policy H.4.1.2 [9J-5.016(3)(c)6]: Require all developers or builders to provide evidence to the Building Official that infrastructure supplying the needed levels of service will be available concurrent with development impact before a development order is issued, in accordance with 9J-5.0055(2)a, b and c.

GOAL H.5 [9J-5.016(3)(a)]: That all new and existing construction be provided with infrastructure adequate to meet the required level of service standards.

Objective H.5.1 [9J-5.016(3)(b)5]: The County shall enforce Level of Service (LOS) standards against which the adequacy and deficiencies of infrastructure facilities shall be measured for the purposes of concurrency management.

Policy H.5.1.1 [Rev. 93-19; 9J-5.016(3)(c)4]: The County shall ensure that the continuation of current service and the extension of service into the future meets the needs of the residents of Putnam County through the endorsement of state regulations pertaining to permitting, construction and quality standards of potable water, specifically:

A. Public water wells shall be permitted and constructed in accordance with the requirements of the St. Johns River Water Management District pursuant to SJRWMD F.A.C. 40C-3, SJRWMD 40B-3, and SJRWMD F.A.C. 40C-2. Private water wells shall be permitted and constructed in accordance with the requirements of the adopted Putnam County Land Development Code.

B. Water systems serving the public shall be permitted and constructed in accordance with the requirements of the St. Johns River Water Management District, the Florida Department of Environmental Protection, and the Department of Health.

C. Drinking water shall meet the quality standards established by the Florida Department of Environmental Protection and the Department of Health.

D. The minimum gallons per day requirement of new potable water systems serving the public shall be established at a level of service based upon requirements of the Florida Department of Environmental Protection and the Department of Health.

E. Water systems designed to serve the public in Putnam County shall provide storage for the number of gallons of potable water at a rate consistent with requirements of the Florida Department of Environmental Protection and the Department of Health.

F. A public water system in Putnam County shall provide a minimum pressure of 20 pounds per square inch at all service connections during peak water demands.

G. The County will not issue construction permits unless the design and location of water supply system (including private wells) has been approved by the County Health Department and/or DEP.

H. Putnam County shall not issue a building or other development order in any case where the above standards for potable water levels of service are not met.

Policy H.5.1.2 [Rev. 93-19; 9J-5.016(3)(c)4]: The County shall establish the following level of service standards to ensure that the continuation of current service and the extension of service into the future meets the needs of the residents of Putnam County.

Putnam County shall not issue a building or other development order in any case where the standards for sanitary wastewater treatment levels of service are not met. The permitting, construction and standards for sanitary sewer treatment and disposal shall comply with the following:

A. No septic tank or other domestic on-site sewage treatment and disposal system shall be installed until an applicable application form is submitted and an "Onsite Sewage Treatment and Disposal System Construction Permit" has been obtained from the Department of Health.

B. The sizing and location of sanitary sewer disposal systems (including septic tanks) shall be in accordance with Department of Health standards for Onsite Sewage Treatment and Disposal Systems, the Florida Department of Environmental Protection regulations and Articles 6 and 7 of the Putnam County Land Development Code. Department of Health standards for Onsite Sewage Treatment and Disposal Systems provides minimum design flows based on estimated daily sewage, which will be used for level of service standards.

C. Treatment and disposal of the sewage flow from a building or establishment shall be in compliance with Florida Department of Environmental Protection (DEP) standards and rules when:

1. The volume of domestic sewage from an establishment exceeds 10,000 gallons per day. Department of Health standards for Onsite Sewage Treatment and Disposal Systems shall be used for determining the total daily establishment sewage flow from all sources located on one or more parcels of land.
2. Sewage or wastewater contains industrial or toxic or hazardous chemical waste.
3. An area is zoned for industrial or manufacturing use, or its equivalent, and where system use may be for disposing of other than domestic wastes.

D. Site evaluation for the location of septic tanks shall meet the site evaluation criteria specified in Department of Health standards for Onsite Sewage Treatment and Disposal Systems.

E. Discharge water quality of wastewater treatment plants shall meet the criteria specified by the Florida Department of Environmental Protection.

F. Mandatory connections to municipally owned or investor-owned public sewerage systems shall be required as provided in Chapter 381, Florida Statutes and any related Rules in the Florida Administrative Code.

G. The County will not issue construction permits unless the design and location of the sewage treatment system has been approved by the Department of Health and/or DEP.

Policy H.5.1.3 [9J-5.016(3)(c)4]: The following level of service standards for drainage facilities shall be used as the basis for determining the availability of facility capacity and the demand generated by a development.

Stormwater management facilities shall be designed to accommodate the 25-year frequency, 24-hour duration design storm to meet the standards that follow:

Water Quantity - Peak post-development run-off rates shall not exceed peak pre-development run-off rates in accordance with the Putnam County Land Development Code.

Water Quality - Stormwater treatment shall be required for all new development and redevelopment to provide a level of treatment which meets the standards of Chapter 40C-42.025, FAC. Ambient water quality standards will be maintained in accordance with the requirements of Rule 62-302, FAC.

Wetland Stormwater Discharge - Permits for wetland stormwater discharge shall follow Rule 62-25, FAC.

Stormwater Discharge Facilities - Permits for construction of new stormwater discharge facilities shall follow Rule 62-25, FAC.

Closed Conduits - 10 year frequency, 24-hour duration; IDF curve Zone 5, FDOT Drainage Manual.

Open Channels - 25 year frequency, 24-hour duration; IDF curve Zone 5, FDOT Drainage Manual. Open channel waterways shall not overflow their banks at design flood conditions.

Drainage Channels- Shall follow the regulations found in Articles 7 and 12 of the adopted Putnam County Land Development Code.

Level of Service - Shall meet DEP Stormwater Drainage Rule 62-25, FAC (retain the first inch of storm-water for drainage basins over 100 acres; the first one-half inch of stormwater for drainage basins under 100 acres).

The standards stated above shall pertain to all new development and redevelopment. The exemption regarding project size thresholds provided in Rule 62-25, FAC, does not apply for concurrency determination.

Policy H.5.1.4 [9J-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for drainage facility levels of service are not met.

Policy H.5.1.5 [9J-5.016(3)(c)4]: The level of service standards for the County's solid waste facilities of 6.4 pounds per capita per day shall be adopted and utilized to assess adequacy of service and project the expected lifetime of the County landfill. Putnam County shall not issue a building or other development order in any case where the standards for solid waste disposal levels of service are not met.

Policy H.5.1.6 [9J-5.016(3)(c)4]: The County shall adopt an overall parkland (Community, Neighborhood, Mini-Park, and Special-Use Facilities combined) levels of service of 1 acre per 500 persons. The County will consider the following guidelines for the provision of recreational amenities:

**PUTNAM COUNTY RECREATION FACILITIES
IDENTIFIED GUIDELINES**

- Boat Ramps: One lane per 3,700 persons
- Baseball/softball fields: One field per 3,500 persons
- Football/soccer fields: One field per 8,500 persons
- Basketball goals: One goal per 3,800 persons
- Tennis Courts: One court per 7,000 persons
- Equipped play area: One area per 8,500 persons
- Picnic Areas: One table per 6,000 persons
- Swimming pool: One pool per 50,000 persons
- Community Center: One building per 60,000 persons

Policy H.5.1.7: The statewide minimum acceptable operating level of service (LOS) standards for State and County roads in Putnam County shall be the base LOS standards listed in Section A. below, except for those conditions provided in Sections B. through C. below. Putnam County shall not issue a building permit or other development order where an evaluation of a proposed development completed according to requirements in the County's Concurrency Management System indicates the impact of the proposed development exceeds the roadway level of service standards.

A. The County hereby adopts the following peak hour LOS standards for each listed facility type:

1. Principal arterials –
 LOS D - Multi-Lane
 LOS D -Two-Lane
2. Collectors and minor arterials - LOS D
3. Local roadways - LOS D.
4. Florida Intrastate Highway System / Strategic Intermodal System (SIS)

 LOS C– Rural Multi-Lane
 LOS C - Rural -Two-Lane
 LOS D- Urban and transition urban

B. Any modification to the level of service standards provided in Section A shall be submitted as a comprehensive plan amendment. The level of service standard for a roadway in the Florida Intrastate Highway System, shall not be different than the standards adopted by FDOT. The level of service standard for a roadway in the State Highway System may be adopted by the local government and shall ensure that adequate facility capacity will be provided to serve existing and future land uses.

C. Provisions which allow operation of road segments below the adopted level of service standards are included in the Schedule of Availability in the County Concurrency Management System.

CAPITAL IMPROVEMENTS ELEMENT IMPLEMENTATION

Comprehensive Planning Process

Five-Year Capital Improvements Schedule

The five-year schedule of capital improvements required for identification as the program to be adopted to ensure that the goals, objectives and policies established in the capital improvements element are met or exceeded is contained in Tables HH-1 through HH-6, which makes up the Capital Improvements Schedule. It contains the project description, location, determination of consistency, and projected costs and revenue sources needed to construct the project.

The schedule will be the basis for the annual capital improvement program that will be adopted by ordinance. As the capital improvements element is updated each year projects will be considered for amendment, inclusion or deletion from the program. The data for this assessment will be reviewed by a county staff committee annually. As a small fiscally constrained county, many of our capital improvement projects are determined by grants received from various state and federal agencies as well as through legislative appropriation. Many of the grant programs require that a project be in the local government CIP in order to be considered for the grant. In order to maximize the opportunity for grant funding and maintain compliance with financial feasibility requirements, many projects are posted in years four and five but would be appropriately adjusted as grants are received for a given project.

Projects, expenditures and funding sources are included in these tables. Since the schedule of improvements will be projected ahead a minimum of five years there will always be ample lead time to assure that projects can be constructed in time to be in operation concurrent with demonstrated public needs. Therefore, the minimum standards for level of service will be maintained.

Table HH-1 Drainage Project FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Master Storm Water System Improvements	\$0	\$500,000	\$500,000	\$0	\$0	\$1,000,000	DEP Grants
Road Drainage Improvements	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000	Better Place Plan Surtax

Table HH-2 Road/Bridges Projects FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Resurfacing/Paving- (Projects to be determined)	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	BPP and Second Local Option Gas Tax
Road Paving Projects	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000	Better Place Plan/Trans.
Bridge Repairs	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	Second Local Option Gas Tax
Sidewalk Projects	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	Transportation Fund
Connector Rd- From US 17 south of Crawford Rd. to the South Putnam Distribution Special Planning Area	\$0	\$2,259,240	\$0	\$0	\$0	\$2,259,240	Grant or Developer Funded
US 17 Connector Road Intersection Improvements and Turn Lanes	\$0	\$847,398	\$0	\$0	\$	\$847,398	Grant or Developer Funded
Holloway Road from SR 100 to Tinsley Road	\$0	\$1,263,000	\$0	\$0	\$0	\$1,263,000	FDOT Funds
SR 20 from Alachua CL to SW 56 th Avenue	\$1,000	\$2,898,000	\$6,173,000	\$13,085,000	\$346,000	\$22,503,000	FDOT Funds
SR 20 from SW 56 th Avenue to CR 315 Interlachen	\$322,000	\$1,808,000	\$7,393,000	\$4,931,000	\$0	\$14,454,000	FDOT Funds
West River Road Paving	\$2,300,000	\$0	\$0	\$0	\$0	\$2,300,000	FDOT Funds

Table HH-2B. Transit Projects FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Greyhound Connector (City of Palatka to City of Gainesville)	\$0	\$87,500	\$0	\$0	\$0	\$87,500	General Fund/Grants
Crescent City full Service Route - US 17	\$0	\$78,750	\$0	\$0	\$0	\$78,750	General Fund/Grants
Crescent City Full Service Bus Purchase	\$0	\$172,000	\$0	\$0	\$0	\$172,000	General Fund/Grants
Florahome Full Service Route (SR 20/CR 315/SR 100)	\$0	\$78,750	\$0	\$0	\$0	\$78,750	General Fund/Grants
Florahome Full Service Route Bus Purchase	\$0	\$172,000	\$0	\$0	\$0	\$172,000	General Fund/Grants

Table HH-3. Solid Waste Projects FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Central L/F Phase 1 Partial Closure	\$500,000	\$0	\$0	\$0	\$0	\$500,000	Sanitation Fund (Enterprise)
Interlachen C/C Expansion	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	Sanitation Fund (Enterprise)
Huntington C/C Expansion (Eng. & Const.)	\$100,000	\$400,000	\$0	\$0	\$0	\$500,000	Sanitation Fund (Enterprise)
Pole Barn Improvements	\$50,000	\$0	\$50,000	\$0	\$50,000	\$150,000	Sanitation Fund (Enterprise)
Huntington L/F Closure Improvements	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$200,000	Sanitation Fund (Enterprise)
Leachate Collection System-Eng./Improvements	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	Sanitation Fund (Enterprise)
Central Phase 1 Closure Improvements	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$200,000	Sanitation Fund (Enterprise)
Central L/F Phase III, eng., permitting & construction	\$430,000	\$5,000,000	\$3,130,000	\$2,230,000	\$200,000	\$10,990,000	Sanitation Fund (Enterprise)
Central L/F Phase II, Cell 2 Partial Closure	\$300,000	\$200,000	\$0	\$0	\$0	\$500,000	Sanitation Fund (Enterprise)
Central L/F Phase II, Cell 3 Partial Closure	\$0	\$0	\$0	\$250,000	\$0	\$250,000	Sanitation Fund (Enterprise)
Central L/F Phase 1, Landfill Mining	\$3,470,000	\$1,070,000	\$3,630,000	\$0	\$0	\$8,170,000	Sanitation Fund (Enterprise)
Onsite Leachate Treatment Construction	\$80,000	\$100,000	\$0	\$0	\$0	\$180,000	Sanitation Fund (Enterprise)

Table HH-4. Potable Water & Wastewater Projects FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Putnam Regional Wastewater System	\$9,000,000	\$0	\$0	\$0	\$0	\$9,000,000	SRF Funds/ DEP Grants/ RD Grant/ Loan

Table HH-5. Recreation Projects FY 2013/14 – FY 2017/18

Item/Project Name	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	TOTAL	FUNDING SOURCE
Tanglewylde Development	\$200,000	\$0	\$0	\$0	\$0	\$200,000	FRDAP Grant Land/Water
Parks & Rec Multi-Use Facility Central Complex	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000	General Fund Better place Plan/Grants
Georgetown Riverfront Park	\$200,000	\$0	\$0	\$0	\$0	\$200,000	FRDAP Grant/General Fund

CAPITAL IMPROVEMENTS ELEMENT MONITORING AND EVALUATION PROCEDURES

Comprehensive Planning Process

The Local Government Comprehensive Plan and the status of required implementation procedures and the effect on goal attainment are critical to the support and success of Florida's integrated growth management process. Implementation procedures will help to determine whether plans are being carried out, and goal attainment procedures will help to determine if the plans are having the desired effect.

The local government planning process in Florida is intended to be a continuous and ongoing process. In light of this, Rule 9J-5.005(7) requires that each comprehensive plan contain a section identifying the procedures to be followed in preparation of the required five year evaluation and appraisal reports. These procedures are commonly called the Monitoring and Evaluation Report (MER). The MER according to Rule 9J-5.005(7) must address the following:

A. Citizens Participation: Public participation procedures, also known as citizens participation procedures have been developed and adopted by Putnam County and they are the responsibility of both the County Commission and the Planning Commission. These procedures include the following:

1. Provisions to assure that real property owners are put on notice, through advertisement in a newspaper of general circulation in the area or the method adopted by the local government, of official actions that will affect the use of their property;
2. Provisions for notice to keep the general public informed;
3. Provisions to assure that there are opportunities for the public to provide written comments;
4. Provisions to assure that the required public hearings are held; and
5. Provisions to assure the consideration of and response to public comments.

The 9J-5 Rule also encourages local governments to make executive summaries of the comprehensive plan available to the general public and release information at regular intervals to keep its citizenry apprised of planning activities.

B. Updating appropriate data and measurable objectives: Baseline data which can be quantified will be updated every five years as required by the Local Government Comprehensive Planning and Land Development Regulation Act. In addition, those objectives which can be measured will be evaluated and updated to reflect what should be done for the next 5 year planning period and for the long term period also.

C. Accomplishments of the Goals, Objectives, and Policies: All of the goals, objectives, and policies will be reviewed to determine how successfully each has been accomplished during the five year planning period.

D. Obstacles or Problems: All of the goals, objectives, and policies will be reviewed to determine if they should be modified, or if additional ones are needed to correct discovered problems.

E. Ensuring continuous monitoring and evaluation: Continuous monitoring and evaluation of the plan during the five year planning period will be accomplished primarily through the annual review of the Capital Improvements Element. Pursuant to Chapter 163.3177(3)(b) F.S., the Capital Improvements Element must be reviewed annually by the local government and shall be modified as necessary to meet changing conditions. This review will be the most logical means of achieving a required and effective monitoring and evaluation of the plan. Some of the policies included in the goals and objectives of the Capital Improvement Element that call for an annual monitoring and evaluation of the Plan are as follows:

Policy H.1.3.1 [9J-5.016(3)(c)(1) d & e]: Review and rank need for new and additional public infrastructure as detailed in the Comprehensive Plan with the advice of the County department heads and the public annually.

Policy H.1.3.4 [9J-5.016(3)(c)5]: Review outstanding land development orders to insure public facility impacts of development are included in the capital budgeting process annually.

Policy H.1.3.5 [9J-5.016,3,(c)9]: Review all proposed new capital facilities against the criteria contained in the various Comprehensive Plan Elements to ensure that the proposed facilities are in conformance with the planned goals and objectives of Putnam County.

Policy H.1.3.6 [9J-5.016(3)(c)7]: Include adoption of an annual Capital Budget with an annually updated Five Year Schedule of Improvements at the time of the adoption of the annual governmental budget of Putnam County.

Policy H.2.1.1 [9J-5.016(3)(c)6]: Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements schedule for maintenance of required level of service.

Policy H.2.1.2 [9J-5.016(3)(c)6]: Pursuant to the adopted Concurrency Management Ordinance, the County shall certify that required levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Board for approval of development orders, or building permits are issued.

Policy H.4.1.1 [9J-5.016(3)(c)6]: With the annual update to the Five-year Schedule of Capital Improvements, evaluate the existing level of service standards to ensure the maintenance of adopted level of service standards.

In addition, certain key goals and measurable objectives will be selected by the Putnam County Planning Commission as key indicators for annual monitoring. Data will be collected by the building department which will facilitate the monitoring and evaluation of these key indicators. Input from citizens, County staff, Planning Commission members, and County Commission members will also be used as a means of continuous monitoring and evaluation.